



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

August 3, 2006

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **OUT OF THE OFFICE**

This memo is to inform you that on Monday, August 7, 2006, the Department of Human Resources Managers and I will be at an all day departmental Strategic Planning Meeting at Almansor Court.

If you need to contact my staff or me, you can do so by calling my office at (213) 974-2406 and someone will be able to reach us.

MJH:cr

c: David E. Janssen